



## REQUEST FOR QUALIFICATIONS

### WET WEATHER OPERATIONAL OPTIMIZATION PROGRAM MANAGEMENT AND IMPLEMENTATION

**RFQ#2015-009**

***Direct questions or information requests related to this RFQ to:***  
[msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov)

#### SCHEDULE

Release Date	December 29, 2015
Pre-submittal Meeting	N/A
<b>RFQ Questions / Comments Deadline</b>	<b>January 15, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
<b>SUBMITTAL DEADLINE /TIME</b>	<b>January 22, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
Evaluation Dates	January 23-30 , 2016
Negotiation and Award	By or before March 1, 2016

**ALL SUBMITTAL DELIVERIES ARE TO BE SENT TO: CITY PURCHASING DIVISION**  
**(SEE RFQ SECTION 1.9 FOR SPECIFIC LOCATIONS)**

The functional address of City Purchasing Division is:

805 Central Avenue  
Two Centennial Plaza, Suite 234  
Cincinnati, Ohio 45202  
(513) 352-3209

**NOTE:** Consult the information about this offer on the City of Cincinnati Internet web site at <https://data.cincinnati-oh.gov>, which also includes the rules and registration information about the MSDGC Small Business Enterprise Program.

Offeror may register as a City vendor online at [www.cincinnati-oh.gov/vss](http://www.cincinnati-oh.gov/vss).

**REQUEST FOR QUALIFICATIONS**  
**WET WEATHER OPERATIONAL OPTIMIZATION**  
**PROGRAM MANAGEMENT AND IMPLEMENTATION**

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# **1 REQUEST**

## **1.1 INTRODUCTION**

The City of Cincinnati, through its Department of Sewers (the “City”), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (“MSDGC”) is issuing this Request for Qualifications (hereinafter “RFQ”), pursuant to the provisions of applicable Ohio law and MSDGC policy, from parties (hereinafter “Offeror”). Offeror shall provide the City with assistance for the purpose of completing the activities associated with the Scope of Services, below.

## **1.2 GENERAL BACKGROUND AND INFORMATION**

MSDGC provides wastewater collection and treatment for various municipal and unincorporated populations of Hamilton County, which has over 800,000 residents, as well as services to portions of Butler, Clermont, and Warren Counties. MSDGC's service area covers more than 400 square miles. Over 200,000 separate sewer connections tie into MSDGC's 3,000+ miles of sanitary and combined sewers.

The Board of County Commissioners of Hamilton County, Ohio (the “Board”) created MSDGC in 1968. MSDGC is operated under a 50-year contractual agreement with the City. The agreement consolidated the City sewerage services (its own and contractual services provided to 20+ other Hamilton County political subdivisions) with those of Hamilton County's Sewer District No. 1. Under the agreement, the City provides exclusive management of the sewer district's services, per the requirements as outlined in Chapter 6117 of the Revised Code of Ohio, while the Board funds its operating and capital budgets, sets rate structures, and determines its rules and regulations.

## **1.3 PROJECT BACKGROUND AND INFORMATION**

The Wet Weather Operational Optimization (WWOO) Program was launched in 2013 to support a key strategy of the Watershed Operations Division's business plan (strategy #2: the use of real-time data and global control algorithms to optimize performance of the entire system during wet weather.) The program was designed to build the capabilities necessary for the Division to optimize its wet weather assets, and the system as a whole, over a multi-year timeframe. The necessary capabilities are: the collection and integration of field data from various sensors; the visualization of that data and notification of alarm conditions; the development of analytics to evaluate and report on the performance of the system; the development of control algorithms to achieve optimal operations; and the remote control of wet weather assets to physically prevent flows from entering the receiving streams. The program's central tool for providing these capabilities is the Wet Weather SCADA system, which was deployed in early 2015 with some preliminary capabilities in the Mill Creek and Little Miami basins. The program is anticipated to continue into the foreseeable future although work activities are elevated in 2016 and 2017 in order to achieve the stated objectives of operational

optimization of all wet weather assets across the three combined-sewered areas (Mill Creek, Little Miami and Muddy Creek basins).

The Watershed Operations Division is seeking qualified Program Management assistance for the ongoing implementation and expansion of wet weather operational optimization.

#### **1.4 SCOPE OF SERVICES**

##### *Services Overview*

The following are the tasks/deliverables to be performed:

##### *The successful offeror shall*

1. Provide onsite management, oversight, and direction for the implementation of the Operational Optimization Program,
2. Develop SCADA screens in the GE IP Proficy system to meet the functional goals of the Program in all watersheds, including the development of screens for Muddy Creek and Little Miami watersheds, configuring SCADA system dynamos with the proper tags and the populating underlying SQL tables with site-specific geospatial, hydraulic and alarm threshold information, and accurately representing real-time water level visually within the dynamo and numerically (in relation to a common datum).
3. Perform necessary Wet Weather SCADA System data integration by working with the Remote Monitoring Program Manager to establish reliable communications with field equipment and then ensure proper connections with the SCADA system database,
4. Perform necessary control point integration activities by working with wet weather facility engineers and operators to ensure that control logic is properly programmed and implemented in the GE IP Proficy software system, selecting and configuring the appropriate I/O drivers to populate site-specific visualization screens, constructing the appropriate databases to include the proper tags in accordance with program and MSDGC tag naming conventions,
5. Use the Wet Weather SCADA System to demonstrate reliable remote operations of each wet weather facility,
6. Develop and implement, and/or oversee the development and implementation of smart-logic (intelligence) to predict flows in areas of the collection system based on real time flow and level data throughout the collection system and use those predictions in coordinated control of wet weather assets in the watershed,
7. Identify new strategies for the capture and reduction of overflows,
8. Incorporate performance management strategies that enable the Wet Weather SCADA System to generate automated reports using established KPIs, and use past performance data to guide optimization of operational or maintenance activities,

9. Implement and oversee protocols to review the history and details of rainfall/overflow events and make recommendations for operational changes, and
10. Identify and train key MSDGC personnel to use and operate the Wet Weather SCADA System.

## 1.5 QUALIFICATIONS

The qualified firm who will provide Program Management and Implementation services must

1. Be licensed to provide Engineering Services in the State of Ohio,
2. Have a minimum of 5 years' experience with program management in the wastewater treatment and collection industry, including utilities under Consent Decrees,
3. Have experience in the implementation of SCADA systems,
4. Have experience with the application of hydraulic models of sanitary, combined and storm sewers,
5. Have experience with the development and implementation of complex control logic used to coordinate the operation of multiple assets over large geographic areas, and
6. Have prior experience with projects under MSD's consent decree.

The qualified professional who will provide the onsite Program Management must

1. Have at least two examples demonstrating leadership experience with program management and/or the implementation of a similar SCADA system for wet weather asset management and optimization,
2. Have a historical perspective of MSDGC's consent decree obligations,
3. Have prior experience with projects and/or programs under MSD's consent decree wet-weather related issues.

The format and page limits for qualification submittals to this RFQ are provided in Section 2 of this document.

## 1.6 TIMETABLE

Milestones for the Process are:

Release Date	December 29, 2015
Pre-submittal Meeting	N/A
<b>RFQ Questions / Comments Deadline</b>	<b>JANUARY 15, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
<b>SUBMITTAL DEADLINE /TIME</b>	<b>JANUARY 22, 2016, 1:30 p.m. (Cincinnati, Ohio Time)</b>
Evaluation Dates	January 23-30, 2016
Negotiation and Award	By or before March 1, 2016

## 1.7 QUESTIONS/COMMENTS CONCERNING THE RFQ

The City will **only** entertain written questions or comments concerning this RFQ by the deadline provided above. These **must** be sent electronically to:

[msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov).

## 1.8 PRE-SUBMITTAL MEETING

The City may conduct a pre-submittal meeting for this Project. If a pre-submittal meeting is scheduled, the date, time and location of the pre-submittal meeting will either be identified on the project's web page or will be identified in an addendum. A pre-submittal meeting, if one is to be held, **is not** a mandatory requirement.

## 1.9 RFQ SUBMISSIONS AND LOCATION

- One fully executed, printed and bound "Original" submittal and three "Copies", and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive) shall be received by the City at the locations, time, and date specified herein. The original shall be clearly marked.

Offerors may hand deliver the submittals to:

***City of Cincinnati Purchasing Division  
805 Central Avenue  
Two Centennial Plaza, Suite 234  
Cincinnati, Ohio 45202***

- If any Offeror transmits its printed and bound submittal copies by paid courier, or by the United States Postal Service, they shall be delivered to:

***City of Cincinnati Purchasing Division  
805 Central Avenue  
Two Centennial Plaza, Suite 234  
Cincinnati, Ohio 45202***

- Offeror bears **SOLE RESPONSIBILITY** to deliver the printed and bound submittal copies to the City by the date and by the time specified in this RFQ.
- All bound and printed submittals **MUST** be submitted in a sealed container. The following notations should be legibly inscribed on the outside of the sealed container (fill-in yellow shaded area):

**Offeror Name**  
**RFQ #2015-009**  
**WET WEATHER OPERATIONAL OPTIMIZATION**  
**PROGRAM MANAGEMENT AND IMPLEMENTATION**  
**January 22, 2016, 1:30 p.m. (Cincinnati, Ohio Time).**

- In addition to the above, the subcategory number and name **MUST** be identified on the surface of the sealed container. Any submittals not so legibly inscribed may render them as “non-responsive” by the City.

**Late submittals will not be accepted.**

- Any proposals submitted past the date and time outlined in this RFQ **WILL** be rendered as “non-responsive” by the City.
- ***If requested in writing***, submittals may be withdrawn at any time up to the RFQ deadline date and time, at which time Offeror’s submittals will be considered firm. Such requests should be addressed to [msd.procurement@cincinnati-oh.gov](mailto:msd.procurement@cincinnati-oh.gov).

**1.10 COMPETITION INTENDED**

Competition shall be generated to the maximum extent practicable, including opportunities for small business enterprises through the MSDGC Small Business Enterprise (SBE) Program. The SBE Inclusion goal for this project is **10%**.

**1.11 SELECTION PROCESS AND AWARD CRITERIA**

The City will evaluate submittals to determine most qualified Offeror based on Offeror submittals.

The City intends to enter into a contract for the subject matter covered under this RFQ. Selection of an Offeror or Offerors and subsequent award of a contract will comply with applicable Ohio law, and MSDGC policies.

- 1.11.1 The City has established the following responsiveness criteria as the basis for evaluating an Offeror’s submittal to this RFQ. If an Offeror’s submittal does not meet the criteria listed below, it may be rendered as “non-responsive” by the City.

Responsiveness of Submittals
<b>OVERALL CRITERIA</b>
<ul style="list-style-type: none"><li>• Was submittal received by MSDGC by specified date and time?</li></ul>

<b>Responsiveness of Submittals</b>
<ul style="list-style-type: none"> <li>● Did Offeror submit <b>1</b> original printed offer and <b>3</b> copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive)?</li> </ul>
<ul style="list-style-type: none"> <li>● Was submittal properly signed on the Affidavit of Accuracy and Signature Page and was the original notarized Affidavit and appropriate documentation of signatory authorization submitted?</li> </ul>
<b>SECTION 2 REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 0</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 1</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 2</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror submit resumes of key personnel?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the two-page limit per resume?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror submit organizational chart for key personnel performing professional services?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 3</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror list no more than six similar projects completed in the past five years?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the two-page limit per project for each project description summary?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit Qualifications Questionnaire <b>Attachment 4</b> with the submittal?</li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror adhere to the four-page limit for narrative?</i></li> </ul>
<ul style="list-style-type: none"> <li>◊ <i>Did Offeror provide a completed MSD 172 form?</i></li> </ul>
<ul style="list-style-type: none"> <li>● Did Offeror submit an Affidavit of Accuracy and Signature Page with the submittal?</li> </ul>

1.11.2 The City will review and rank all Offeror's submittals that are received on or before the deadline. The City will then select the submittal that is most qualified.

1.11.3 The following evaluation factors set forth below will be taken into consideration for the determination of which submittals are most qualified.

<b>Evaluation Criteria</b>	<b>Max. Weight</b>
Overall Qualifications of the Firm	30%
Qualifications of Key Personnel	30%
Similar Projects	20%
Small Business Enterprise Utilization	20%
<b>Total</b>	<b>100%</b>

1.11.4 Overall qualifications of the firm

1.11.4.1 Under this section, the City will evaluate the experience of the Offeror's firm in executing program management projects and its' ability to provide the required services described herein.

1.11.5 Qualifications of key personnel

1.11.5.1 Under this section, the City will evaluate the Offeror's personnel; especially the



training, education, and experience of the onsite Program Manager who would be assigned to perform the services. The Offeror shall also identify the specialized skills and disciplines that will be required to complete the work, specifically as it relates to the implementation of MSD's Operational Optimization Program.

#### 1.11.6 Similar projects

1.11.6.1 Under this section, the City will evaluate the past work of the Offeror's firm involving similar projects, for MSDGC or other entities, similar to the scope of services contained herein.

#### 1.11.7 Small Business Enterprise utilization

1.11.7.1 Under this section, the City will evaluate the Offeror's understanding of the MSDGC SBE Program tenets and shall describe its philosophy and approach to the utilization, development and growth of diverse firms. The SBE Inclusion goal for this project is 10%, which will account for 20% of the overall score.

1.11.8 Each submittal will be considered objectively.

1.11.9 Submittals will be evaluated in accordance with the applicable Ohio law and MSDGC policies.

### 1.12 PROCESS FOR ENTERING INTO AGREEMENT

The City may award a contract to the successful Offeror(s) considering the total requirements for this procurement and what will be determined to be the most qualified offer to the City.

Each Offeror whose submittal is found to be the most advantageous will be offered the opportunity to enter into a Professional Agreement (PA) with the City.

All work resulting from this RFQ will be based upon a PA. While work scopes and budgets may vary, no work resulting from this RFQ and resulting PA will deviate from the general scope of services as outlined below to include other services not contemplated under the RFQ.

The scope, terms and conditions of that PA shall be in substantial conformance with the terms, conditions and specifications described in this RFQ and with the submittal by the Offeror(s) determined to be the most qualified.

Any PA that results from the RFQ process would be entered into by the City of Cincinnati through its Department of Sewers (the "City"), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (MSDGC) and a single legal entity that has been properly formed at the time the Offeror delivers the submittal to the City (e.g., corporation, partnership, sole proprietorship, limited liability company, limited liability partnership).

The successful Offeror should be prepared to begin contract negotiations upon notification of

the Award. If the Offeror is not able to begin contract negotiations, the City may disqualify that Offeror.

The City reserves the right to negotiate the PA to include any portion or portions of the services covered by this RFQ.

### **1.13 ADDITIONAL INFORMATION**

The City assumes no obligation to accept or take action on any submittal.

Receipt of a contract through this procurement process is not a guarantee of work.

The City reserves the right to ask for additional information and clarification from or about any or all of the Offerors. The City may require selected Offerors to make an oral presentation of their submittals.

The City reserves the right to check all references furnished and consider responses received in determining the award.

The City reserves the right to perform investigations as may be deemed necessary by the City to assure that competent persons will be and are utilized in the performance of the Agreement and to verify the accuracy of the contents of submittals.

All submittals are subject to the disclosure provisions of the Ohio Public Records provisions of Ohio Revised Code Chapter 149.43.

The City publishes information on the internet web site <https://data.cincinnati-oh.gov>, which includes information concerning the MSDGC Small Business Enterprise Program. Information will also be published on the internet web site <https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService> (for registered vendors).

The City strongly encourages interested Offerors to frequently monitor these websites for any RFQ updates and/or addenda.

The City further reserves the right to:

1. Reject any or all submittals, to waive any technicalities, immaterial irregularities, or minor informalities in the submittal, to request clarifications or modifications during evaluation, and to select the Offeror whose submittal, in the City's judgment, is most qualified.
2. Eliminate any Offeror who submits an incomplete or inadequate submittal or is not responsive to the requirements of this RFQ.
3. Supplement, amend, or otherwise modify the RFQ through the issuance of Addenda to all Offerors, and to supplement the RFQ with information items, prior to the submission

date of the submittal. Addenda issued to this RFQ may expand or cancel any portion or all Work described in this RFQ.

4. Clarify the information provided as part of the submittal, including but not limited to holding discussions or meetings with Offerors, requesting additional information from Offerors to support the information included in the submittal, and requesting clarified submittals.
5. Cancel this RFQ in whole or in part with or without substitution of another RFQ.
6. Take any action affecting the RFQ process or the project that are permissible under Ohio law.

#### **1.14 CONTRACTOR REGISTRATION**

Each Offeror awarded a contract shall be a registrant under Vendor Self Service (VSS) at time of award. Go to <http://www.cincinnati-oh.gov/vss/> to register.

#### **1.15 CHANGES AND ADDENDA TO RFQ DOCUMENTS**

Information on all changes or addenda issued in relation to this offer will be posted on the <https://data.cincinnati-oh.gov> website and will be on file with Sewers Procurement. It shall be the Offeror's responsibility to make the inquiry as to changes and addenda issued. All such changes or addenda shall become part of the RFQ and all Offerors shall be responsible for taking the contents of such changes or addenda into consideration when preparing and submitting the Submittal.

#### **1.16 MSDGC SMALL BUSINESS ENTERPRISE PROGRAM**

This RFQ is subject to the MSDGC Small Business Enterprise Program. The Metropolitan Sewer District of Greater Cincinnati (MSDGC) is committed to increase the participation of small businesses in all aspects of MSDGC contracting. That includes contracting with SBEs directly or indirectly through contracting, subcontracting and/or procurement activities. There are many qualified SBE firms that have performed work with MSDGC, but just as many qualified SBE firms that have not performed work with MSDGC. A tenet of the SBE Program is economic inclusion which includes providing opportunities to firms with little or no work history on MSDGC projects.

#### **1.17 NON-DISCRIMINATION POLICY**

MSD is committed to a policy of non-discrimination. Through its submittal, the Offeror agrees that:

- (A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;
- (B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

#### **1.18 MSDGC EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

Prior to the award of the contract, the selected Offeror must complete and return a MSDGC Form 147; the form must be signed by a person authorized to bind the Offeror. More information on the MSDGC Equal Employment Opportunity Program can be found at the following website:

[http://msdgc.org/about\\_msd/capital\\_improvement\\_program/construction\\_contracts/contract\\_compliance\\_program/eeo/index.html](http://msdgc.org/about_msd/capital_improvement_program/construction_contracts/contract_compliance_program/eeo/index.html).

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## 2 CONTRACT TERMS AND CONDITIONS

Refer to the **draft** Contract Terms and Conditions available for download on the <https://data.cincinnati-oh.gov> website.

These draft contract terms and conditions will apply to this RFQ once a vendor selection is made. The City reserves the right to amend, augment, change, enhance, or delete sections of the **draft** contract prior to its final execution with a selected vendor.

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### 3 SUBMITTALS

#### 3.1 AUTHORIZATION OF SUBMITTAL

The Offeror's proposal must be signed by a person who has legal authority to contractually bind the Offeror.

#### 3.2 CONTENT AND FORM OF SUBMITTAL; QUALIFICATIONS QUESTIONNAIRE

Offerors shall complete the *Qualifications Questionnaire* (QQ) and its AFFIDAVIT OF ACCURACY & SIGNATURE PAGE and provide attachments as outlined therein.

The information presented in the Offeror's submittal shall be clear, complete, and concise.

In addition to the instructions contained in the QQ, the following are also required for the composition (format) of any offer to this RFQ:

- The Offeror's submittal **SHALL** include all of the elements outlined in the QQ. Deviation from compliance with the QQ may render the submittal as "non-responsive" as determined by the City.
- **No verbal submittals are acceptable to the City.**
- Offerors **MAY NOT** use the MSDGC logo, City of Cincinnati logo or seal, or Hamilton County seal on their submittal package – **EXCEPT** when such logo or seal appears on forms or documents provided by the City for use by Offerors.
- The Offeror **MUST** submit one printed and bound original and three (3) copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive). Deviation from compliance with the number of copies required may render the submittal as "non-responsive" as determined by the City.
- The Offeror's submittal **MUST** include an original signed and notarized affidavit. Deviation from compliance with this requirement may render the submittal as "non-responsive" as determined by the City.
- **NO ADVERTISING LANGUAGE, BROCHURES, PAMPHLETS, OR OTHER BUSINESS SERVICES COMMUNICATIONS OR BUSINESS MARKETING MATERIALS SHALL SUBSTITUTE FOR OR FULFILL THE REQUIREMENTS AS OUTLINED IN THE QQ. NEITHER SHALL SUCH BUSINESS COMMUNICATIONS OR MARKETING MATERIALS BE ALLOWED TO BE SUBMITTED AS A COMPLEMENT TO THE QQ.**

Any inclusion of such materials as outlined above, or, in the determination of the city that meet the intent of such materials as outlined above, may render the offeror's submittal as "non-responsive" as determined by the city.

The QQ is available as a Microsoft Word document SEPARATE FROM THIS RFQ and available on <https://data.cincinnati-oh.gov>.

### **3.3 RESPONSIBILITY OF THE CITY**

The City assumes no liability for any costs incurred in preparing or submitting any response to the RFQ.

### **3.4 EXCEPTIONS**

Any exceptions to the draft Professional Agreement, the MSDGC Equal Employment Opportunity Program, or to any other portion of this RFQ must be made in writing and included with the Offeror's submittal. Exceptions may be determined to not be in the best interest of the City and may be a factor used in submittal evaluation and ranking. Any exceptions taken to the MSDGC Small Business Enterprise Program provisions of this RFQ may make the Offeror's submittal non-responsive.

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